



Corrective Action



Invalid NHTSA PO

DOTPO_W14_INVALID_NHTSA_PO_DIST

Introduction:


Description and Purpose:

Use this query to identify invalid NHTSA Purchase Order(s) for a specified date range. NHTSA uses FATE split process and hence the PO should be 100% Federal Fund/Sid(s). Report output includes PO number, type, and vendor ID. Since this is a **watchdog** query, the desired result when running in HTML is: "No matching values were found". If results are displayed, please refer to the following pages for corrective actions.

PO Not Received (N): Pending Approval Status – Never Has Been Dispatched	2
PO In Dispatch and Valid Status:.....	6
PO Line Partially Received (P):	12
PO Fully Received (R) and Closed:.....	18

PO Not Received (N): Pending Approval Status – Never Has Been Dispatched





For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to Purchasing > Procurement Contracts > Add/update Contract.
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


Contract Entry


























Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

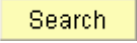
SetID: = STATE 
Contract ID: begins with 04DOT0510AA
Contract Process Option: = 
Short Vendor Name: begins with 
Master Contract ID: begins with 
☐ Correct History

Search Clear
[Basic Search](#)

[Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description		UOM	Category			
1		HARTFORD RD RECONST. 76-189		EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.		EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART		EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds		EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds		EA	72000000			


Invalid NHTSA PO


5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
8. Click the **Find an Existing Value** tab.
9. Enter the PO number in the **PO ID** field and click .


The Purchase Order is displayed.


Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**


Business Unit: = 


PO ID: begins with 


Purchase Order Date: = 


PO Status: = 


Short Vendor Name: begins with 


Vendor ID: begins with 

Vendor Name: begins with 

Buyer: begins with 




Buyer Name: begins with 

PO Type: = 












Purchase Order Reference: begins with 

Hold From Further Processing ☐

☐ **Case Sensitive**







  [Basic Search](#)  [Save Search Criteria](#)

10. Click the Line's Schedule  icon.

Lines									
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving 									
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status	
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active	   
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active	   

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11. Click **View All** to see all your lines at once.

Lines											Find		View All		First		1 of 2		Last			
Line: 1		Class I - Bituminous Concrete				PO Qty: 1.0000		TN		Amount:		USD										
Schedules											Customize		Find		View All		First		1 of 1		Last	
Details		Statuses																				
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status												
1		06/05/2007			1460000006		1.0000			USD Closed												

All PO lines are displayed.

Lines 1 & 2

Lines

Find | View 1 | First 1-2 of 2 Last

Line: 1Item: [Class I - Bituminous Concrete](#)PO Qty: 30.0000TN Amount: 1654.50 USD

Schedules

Customize | Find | View All | First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV |

Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1	06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active						


Line: 2Item: [Class IV - Bituminous Concrete](#)PO Qty: 40.0000TN Amount: 2200.40 USD






Schedules

Customize | Find | View All | First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV |

Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status						
1	06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active						

12. Click on the line's Distributions/ChartFields  icon.

Lines											Find View All		First 1 of 2 Last	
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD				
Schedules											Customize Find View All		First 1 of 1 Last	
Details		Statuses												
Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status				
1		06/05/2007			1460000006		1.0000			USD Closed				

13. Make the necessary changes to the ChartField Distribution for the appropriate line.

Customize Find View All First 1-2 of 2 Last						
PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	
NONPC	DOT01702704					+ -
DOTM1	DOT01702704CN	SF0000	SF117			+ -

14. Click **Refresh** to ensure that new information will be processed. Validated fields with incorrect information will appear in Red. If necessary, make corrections.
15. Click **OK** to return to the Line Schedules.

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16. Repeat for additional lines requiring correction.

17. Click the [Return to Main Page](#) link.

[Return to Main Page](#)

Lines Find | View 1 First 1-2 of 2 Last

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules Customize | Find | View All First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules Customize | Find | View All First 1 of 1 Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

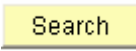
Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

18. Click  Save.

The Approvals will follow workflow as determined by Dept. Origin. No additional action is required.


PO In Dispatch and Valid Status:


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract.**
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

SetID: = 

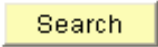
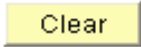

Contract ID: begins with 


Contract Process Option: = 


























Short Vendor Name: begins with 

Master Contract ID: begins with 

☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)


4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.

Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contract Creator change the coding to correspond with the change you will be making in the

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corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.

7. If the contract line has already been received on from any previous POs and the new change does not match the old contract line, then another contract line needs to be added so that the contract line and PO Chartfield distribution line are identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Business Unit:	=	▼	DOTM1	
PO ID:	begins with	▼	0000035279	
Purchase Order Date:	=	▼		
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		
Vendor Name:	begins with	▼		
Buyer:	begins with	▼		
Buyer Name:	begins with	▼		
PO Type:	=	▼		▼
Purchase Order Reference:	begins with	▼		
Hold From Further Processing	<input type="checkbox"/>			
<input type="checkbox"/> Case Sensitive				

Search

Clear

[Basic Search](#)


 [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



The
Purchase
Order is

displayed.


Invalid NHTSA PO

11. Click the Change Order  icon.

Purchase Order

Unit: DOTM1 PO Status: Dispatched  
PO ID: 0000035279 Budget Status: Valid
Copy From:

Header

PO Date: 11/27/2007  Vendor Search
Vendor: 061600557F-001 [Vendor Details](#)
Vendor ID: 0000010054 CWPM LLC
Buyer: AeyMar DOT-Aey Mary
PO Reference:
[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Edit Comments](#) [Requisitions](#)

Backorder Status: None [Create BackOrder](#)
Receipt Status: Not Recvd
Dispatch Method: Print






Amount Summary

Merchandise: 2670.00
Freight/Tax/Misc.: 0.00
Total Amount: 2670.00 USD
[Total PO Obligation](#): 2670.00 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)


Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status				
1		RUBBISH REMOVAL - 30 CY - EGP	6.0000	EA	760000	445.00000	2,670.00	Active				


12. Click the Lines' Schedule  icon.

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status				
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active				
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active				

13. Click  to see all your lines at once.

Invalid NHTSA PO

14. Click on the line's Distributions/ChartFields  icon.

Lines 1 & 2

Lines

Find | View 1 | First 1-2 of 2 | Last

Line: 1 Item: [Class I - Bituminous Concrete](#) PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules

Customize | Find | View All | First 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched

*Due Date

*Ship To

*PO Qty

Price

Amount

Status

1

06/05/2007

1460000006

30.0000

55.15000

1,654.50

Active

Line: 2 Item: [Class IV - Bituminous Concrete](#) PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules

Customize | Find | View All | First 1 of 1 | Last

Details | Statuses | Shipment | Matching | Receiving | Freight | RTV

Sched

*Due Date

*Ship To

*PO Qty

Price

Amount

Status

1

06/05/2007

1460000006

40.0000

55.01000

2,200.40

Active

15. Make the necessary changes to the ChartField Distribution for the appropriate line.

Distribution													
ChartFields Details/Fax Asset Information Req Detail Statuses													
Dist	Status	Percent	PO Qty	Amount	Currency	*GL Unit	Fund	Dept	SID	Program	*Account	ChartField 1	ChartField 2
1	Canceled				USD	STATE	12001	DOT57252	12293	34002	54072	167117	
2	Open	100.0	30.0000	1654.50	USD	STATE	1200	DOT57252	1229	34002	54072		
Customize Find View All First 1-2 of 2 Last													
PC Bus Unit	Project	Activity	Source Type	Category	Subcategory								
NONPC	DOT01702704												
DOTM1	DOT01702704CN	SF0000	SF117										

16. Click **Refresh** to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

17. Click **OK** to return to the Line Schedules.

18. Repeat for additional lines requiring correction.

19. Click the [Return to Main Page](#) link to go back to the main page of your PO.

Return to Main Page

Lines

Find | View 1 | First 1-2 of 2 | Last

Line: 1 Item: Class I - Bituminous Concrete PO Qty: 30.0000 TN Amount: 1654.50 USD

Schedules

Customize | Find | View All | First 1 of 1 | Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV					
Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006		30.0000	55.15000	1,654.50	Active				

Line: 2 Item: Class IV - Bituminous Concrete PO Qty: 40.0000 TN Amount: 2200.40 USD

Schedules

Customize | Find | View All | First 1 of 1 | Last

Details	Statuses	Shipment	Matching	Receiving	Freight	RTV					
Sched	*Due Date	*Ship To		*PO Qty	Price	Amount	Status				
1	06/05/2007	1460000006		40.0000	55.01000	2,200.40	Active				

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20. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

PO ID: 0000035279	Budget Status: Valid
Copy From: <input type="text"/>	<input type="checkbox"/> Hold From Further Processing
Header	
PO Date: 11/27/2007 <input type="button" value="B"/>	Vendor Search
Vendor: 061600557F-001	Vendor Details
*Vendor ID: 0000010054	CWPM LLC
*Buyer: AeyMar	DOT-Aey Mary
PO Reference: <input type="text"/>	
Header Details	PO Activities
PO Defaults	Document Status
Edit Comments	Requisitions
Amount Summary	
Merchandise:	2670.00
Freight/Tax/Misc.:	0.00
Total Amount:	2670.00 USD
Comments	
Copy Standard Comments	
Comment Status: Active	<input type="button" value="Inactivate"/>

21. Click .

OR

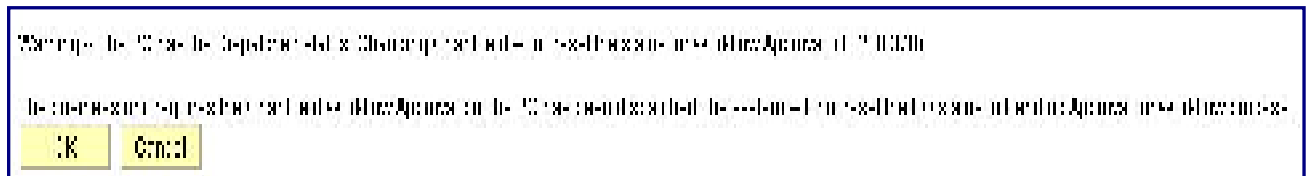
22. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ [Send to Vendor](#) to notify the vendor of the reason for the change order.

Unit: DOTM1	PO Status: Dispatched <input type="button" value="A"/> <input type="button" value="X"/>
PO ID: 0000042571	Budget Status: Valid
Copy From: <input type="text"/>	<input type="checkbox"/> Hold From Further Processing
Header	
PO Date: 04/09/2008 <input type="button" value="B"/>	Vendor Search
Vendor: 320147173F-001	Vendor Details
*Vendor ID: 0000099130	EXECUTIVE LUBE LLC
*Buyer: GarlandPau	DOT-Garland Paul
PO Reference: <input type="text"/>	
Header Details	PO Activities
PO Defaults	Document Status
Add Comments	Requisitions
Amount Summary	
Merchandise:	44.60
Freight/Tax/Misc.:	0.00
Total Amount:	44.60 USD
Total PO Obligation:	44.60 USD

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23. Click .

24. Click . The following message will appear:

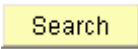


25. Click .

Notify the appropriate approvers.


PO Line Partially Received (P):


For DOT Contracts Only - Verify that the new Chartfield distributions on the PO is identical to the corresponding DOT contract Chartfield distribution. To do this:


1. Navigate to **Purchasing > Procurement Contracts > Add/update Contract.**
2. Click the **Find Existing Value** tab.
3. Enter the contract number in the **Contract ID** field and click .


Contract Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

SetID: = 

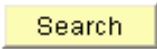
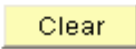

Contract ID: begins with 

Contract Process Option: = 


























Short Vendor Name: begins with 

Master Contract ID: begins with 


☐ Correct History

  [Basic Search](#)  [Save Search Criteria](#)

4. Click the Distributions/ChartFields  icon next to the corresponding contract line which will be used in the PO.







Line	Item	Description	UOM	Category			
1		HARTFORD RD RECONST. 76-189	 EA	72000000			
2		HARTFORD RD RECONST. 76-192 PART.	 EA	72000000			
3		HARTFORD RD RECONST. 76-192 NON-PART	 EA	72000000			
4		HARTFORD RD RECONST. 76-189 town funds	 EA	72000000			
5		HARTFORD RD RECONST. 76-192 NON-PART town funds	 EA	72000000			

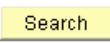


Invalid NHTSA PO

5. Verify that the coding will be identical to what will be on the PO Chartfield Distribution line. If identical, proceed to PO navigation instructions.
6. If the contract line has not been received on, then have the Contractor Creator change the coding to correspond with the change you will be making in the corresponding PO. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
7. If the contract line has already been received on, then another contract line needs to be added so that the contract line and PO Chartfield distribution line will be identical. Contact the Contract Creator to have them add another contract line with its new Chartfield distribution coding. The contract needs to be in approved status before proceeding to the PO navigation instructions below.
8. Navigate to **Purchasing > Purchase Orders > Add Update POs**.
9. Click the **Find an Existing Value** tab.
10. Enter the PO number in the **PO ID** field and click .

Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Business Unit:	=	▼	DOTM1	
PO ID:	begins with	▼	0000035279	
Purchase Order Date:	=	▼		
PO Status:	=	▼		▼
Short Vendor Name:	begins with	▼		
Vendor ID:	begins with	▼		
Vendor Name:	begins with	▼		
Buyer:	begins with	▼		
Buyer Name:	begins with	▼		
PO Type:	=	▼		▼
Purchase Order Reference:	begins with	▼		
Hold From Further Processing	<input type="checkbox"/>			
<input type="checkbox"/> Case Sensitive				


  [Basic Search](#)  [Save Search Criteria](#)







[Find an Existing Value](#) | [Add a New Value](#)

The Purchase Order is displayed.

Invalid NHTSA PO

11. Click the Change Order  icon.

12. Click the Line's Schedule  icon







Lines										
Customize Find View All First 1 of 2 Last										
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status		
1		Class I - Bituminous Concrete	30.0000	TN	720000	55.15000	1,654.50	Active		
2		Class IV - Bituminous Concrete	40.0000	TN	720000	55.01000	2,200.40	Active		

13. Click [View All](#) to see all your lines at once.



All PO lines are displayed.




14. Click on the line's Distributions/ChartFields  icon.

Lines 1 & 2

Lines										
<div>Find View All First 1 of 2 Last</div>										
Line:	1	Class I - Bituminous Concrete				PO Qty:	1.0000	TN	Amount:	USD
Schedules										
<div>Customize Find View All First 1 of 1 Last</div>										
<div>Details Statuses</div>										
Sched	Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status	
1	 06/05/2007			1460000006 		1.0000			USD Closed	   

Purchase Order


Unit:	DOTM1	PO Status:	Dispatched					
PO ID:	0000035279	Budget Status:	Valid					
Copy From:	<input type="text"/>	<input type="checkbox"/>	Hold From Further Processing					
▼ Header								
'PO Date:	11/27/2007	Vendor Search						
Vendor	061600557F-001	Vendor Details	Backorder Status:	None	Create BackOrder			
'Vendor ID:	0000010054	CWPM LLC	Receipt Status:	Not Recvd				
'Buyer:	AeyMar	DOT-Aey Mary	'Dispatch Method:	Print	<input type="button" value="Dispatch"/>			
PO Reference:								
Header Details	PO Activities	Add ShipTo Comments						
PO Defaults	Document Status							
Edit Comments	Requisitions							
Amount Summary								
Merchandise:	2670.00							
Freight/Tax/Misc.:	0.00	<input type="button" value="Calculate"/>						
Total Amount:	2670.00	USD						
Total PO Obligation:	2670.00	USD						

Lines										
Customize Find View All First 1 of 1 Last										
Line	Item	Description	PO Qty	UOM	Category	Price	Amount	Status		
1		RUBBISH REMOVAL - 30 CY-EGP	6.0000	EA	760000	445.00000	2,670.00	Active		

15. Go into the Chartfield distribution line which needs correction and has been previously received. Drop the balance down to equal the amount/quantity you have already received. Don't change the Chartfield distribution coding. It needs to be corrected by the Budget Unit. A separate email needs to be sent to correct this line via an SSJ.

16. Add a new line for the remaining amount still not received. Enter the correct Chartfield distribution coding that should have been used for each line.

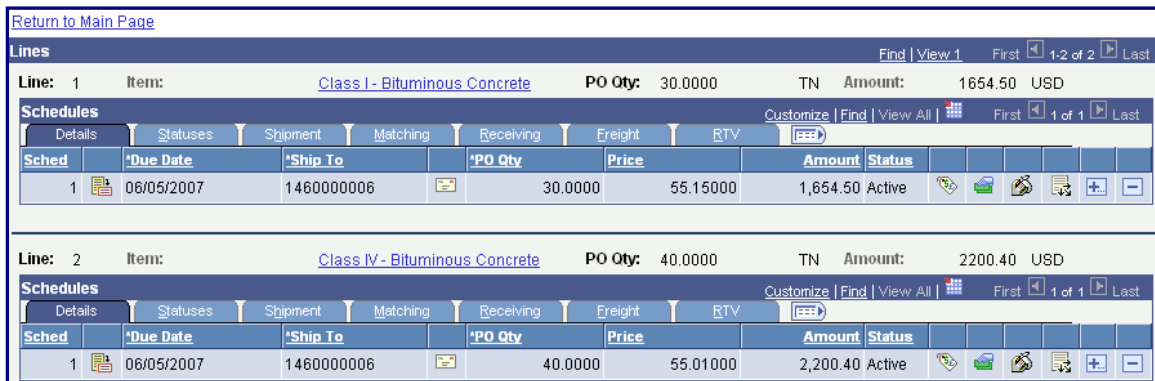
(If you had incorrectly started this PO as a quantity based PO, you will now have to start a new PO for the remaining balance as an amount based PO.)

17. Click  to ensure that new information will be processed. Validated fields, with incorrect information will appear in Red. If necessary, make corrections.

18. Click  to return to the Line Schedules.

19. Repeat for additional lines requiring correction.

20. Click the [Return to Main Page](#) link to go back to the main page of your PO.



The screenshot displays a software interface for managing Purchase Order (PO) lines. At the top, there is a link "Return to Main Page". Below this, the "Lines" section shows two line items. Each line item has a header bar with details like "Line:", "Item:", "PO Qty:", "TN", and "Amount:". Below the header, there are tabs for "Details", "Statuses", "Shipment", "Matching", "Receiving", "Freight", and "RTV". The "Details" tab is selected, showing a table with columns: "Sched", "*Due Date", "*Ship To", "*PO Qty", "Price", "Amount", and "Status".

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	30.0000	55.15000	1,654.50	Active

Line 1 details: Line: 1, Item: Class I - Bituminous Concrete, PO Qty: 30.0000, TN, Amount: 1654.50 USD.

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status
1	06/05/2007	1460000006	40.0000	55.01000	2,200.40	Active

Line 2 details: Line: 2, Item: Class IV - Bituminous Concrete, PO Qty: 40.0000, TN, Amount: 2200.40 USD.

Invalid NHTSA PO

21. Click [Edit Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ **Send to Vendor** to notify the vendor of the reason for the change order.

PO ID:	0000035279	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
▼ Header			
'PO Date:	11/27/2007	Vendor Search	
Vendor	061600557F-001	Vendor Details	Create BackOrder
'Vendor ID:	0000010054	CWPM LLC	Receipt Status: Not Recvd
'Buyer:	AeyMar	DOT-Aey Mary	'Dispatch Method: <input type="text" value="Print"/>
PO Reference:	<input type="text"/>		
Header Details PO Activities Add ShipTo Comments		Dispatch	
PO Defaults Document Status		Amount Summary	
Edit Comments Requisitions		Merchandise: 2670.00	
		Freight/Tax/Misc.: 0.00 Calculate	
		Total Amount: 2670.00 USD	
Comments Find View All First 1 of 1 Last			
Copy Standard Comments		Comment Status: Active	Inactivate

22. Click [OK](#).

OR

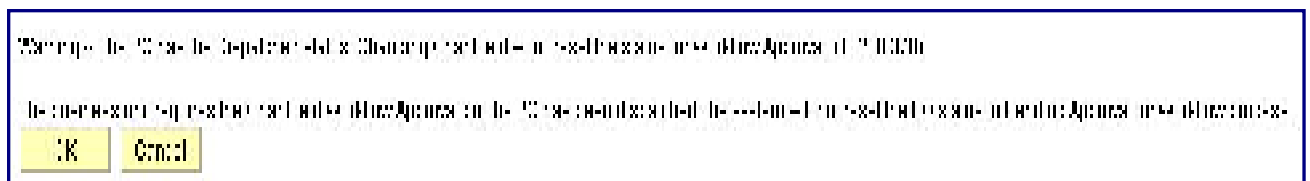
23. Click [Add Comments](#) to enter the reason, date and by whom this change was made (i.e. wrong Chartfield coding used was on line xx corrected on xx/xx/xxxx, by yyyy yyyy.) Click ☒ **Send to Vendor** to notify the vendor of the reason for the change order.

Unit:	DOTM1	PO Status:	Dispatched
PO ID:	0000042571	Budget Status:	Valid
Copy From:	<input type="text"/>	<input type="checkbox"/> Hold From Further Processing	
▼ Header			
'PO Date:	04/09/2008	Vendor Search	
Vendor	320147173F-001	Vendor Details	Create BackOrder
'Vendor ID:	0000099130	EXECUTIVE LUBE LLC	Receipt Status: Not Recvd
'Buyer:	GarlandPau	DOT-Garland Paul	'Dispatch Method: <input type="text" value="Email"/>
PO Reference:	<input type="text"/>		
Header Details PO Activities Add ShipTo Comments		Dispatch	
PO Defaults Document Status		Amount Summary	
Add Comments Requisitions		Merchandise: 44.60	
		Freight/Tax/Misc.: 0.00 Calculate	
		Total Amount: 44.60 USD	
		Total PO Obligation: 44.60 USD	

24. Click [OK](#).

Invalid NHTSA PO

25. Click  Save. The following message will appear:



26. Click

Notify the appropriate approvers.

27. To correct expenditures associated with the PO that was incorrectly coded, users should provide the following information to their Budget Coordinator, who will submit an expenditure correction request to the Budget Unit:

- PO number
- Vendor Name
- Voucher Number(s)
- Incorrect Coding
- Correct Coding
- Dollar amount

PO Fully Received (R) and Closed:

1. Purchase Orders that are fully received cannot be changed, however, the expenditures associated with the Purchase Order must be corrected. Users should provide the following information to their budget coordinator, who will submit an expenditure correction request to the Budget Unit:
 - PO number
 - Vendor Name
 - Voucher Number(s)
 - Incorrect Coding
 - Correct Coding
 - Dollar amount